

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Public Works Inspector I/II	Job Family: 3
General Classification: Front-Line	Job Grade: 25/29

Definition: To inspect work quality and materials used in a variety of public works construction projects and subdivisions to insure conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

Distinguishing Characteristics: Public Works Inspector I - This is the entry level class in the Public Works Inspector series. Positions in this class possess the applicable training background required of classes in the public works construction trades, yet typically lack sufficient work experience on major construction projects or as a Public Works Inspector. The Public Works Inspector I class is distinguished from the Public Works Inspector II by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that incumbents may have only limited related work experience. Incumbents work under direct supervision while learning job tasks. Receives immediate supervision from a higher level professional or paraprofessional engineering staff member. May receive functional or technical supervision from other division staff.

Public Works Inspector II - This is the journey level class in the Public Works Inspector series. Positions in this class possess the applicable experience and training background required for classes in the Public Works Inspector series. The Public Works Inspector II is distinguished from the Public Works Inspector I by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Public Works Inspector I class. Receives general supervision from a higher level professional or technical engineering staff member. May exercise technical and functional supervision over less experienced paraprofessional and/or technical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specifications, codes and ordinances.
2. Review plans and specifications of assigned project; attend preconstruction conferences as assigned.
3. Inspect materials for identification and conformance to specifications.

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4. Inspect various public works improvements such as utilities, streets, sidewalks, gutters and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.
5. Take samples of materials for examination or analysis by laboratories; perform routine materials and field tests to assure material/workmanship quality.
6. Observe work during progress and upon completion; ensure that safety procedures are followed.
7. Monitor, inspect and approve completion of work done under an excavation permit; ensure that all specified conditions are met.
8. Record amounts of materials used and work performed; prepare necessary reports for progress payments.
9. Indicate location of various appurtenances on plans.
10. Prepare activity records and reports.
11. Coordinate design alterations between City staff and the developer.
12. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, methods, materials, equipment and safety hazards of construction; defects and faults in construction; basic mathematics including algebra, geometry and trigonometry as applied to construction inspection work; basic soil mechanics and geology; principles of engineering as applied to construction inspection.

Ability to: Learn applicable laws, regulations, codes and departmental policies governing the construction of assigned projects; understand and interpret engineering plans and specifications and prepare accurate engineering records; deal firmly and tactfully with contractors, engineers and property owners; communicate effectively, both orally and writing; detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied; analyze construction plans, specifications and maps; prepare technical reports.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Public Works Inspector I

Recommended: Three years of public works construction experience with one year as a construction foreman or public works inspecting experience preferred; equivalent to the completion of the 12th grade with courses in drafting and related mathematics.

Public Works Inspector II

Recommended: Eighteen months to two years of increasingly responsible public works inspection experience equivalent to a Public Works Inspector I; equivalent to the completion of the 12th grade supplemented by courses in civil engineering or construction management.

Required Licenses or Certificates: Possession of an appropriate valid California driver's license; certification to operate a nuclear density gauge; registration as a California construction inspector is highly desirable.

Established July 1990

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CLASS SPECS

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